

ANIMAL SERVICES CENTER ADVISORY BOARD

MINUTES OF

June 18, 2003

The City of Arlington Animal Services Center Advisory Board held a meeting on Wednesday, June 18, 2003 in the conference room of the Animal Services Center.

Board Members Attending:

Lisa Allen	Place 1
Jayne Cole	Place 2
Dr. Erin Miller	Place 3
Linda Yarbrough	Place 4
Lee Hitchcock	Place 5
Suzanne Berk	Place 7

Board Members Absent:

John McDermott Place 6

Staff Attending:

Mike Bass, Animal Services Manager
Gordon Robertson, Parks Asst. Director of Planning

Mike Bass called the meeting to order at 12:00 p.m.

Item 1: Leash Free Parks

Gordon Robertson with Parks was present to propose the implementation of a leash free park in Arlington. Gordon stated Parks and Animal Services researched the development of a park about 2 years ago and presented the idea to the Parks Board. At that time, the board did not present interest in pursuing the idea. Since that time, Gordon stated he receives inquiries weekly.

Gordon stated Parks wanted to partner with other departments and private organizations to drive the planning, outside fundraising, and development of an off-leash dog park. He stated the Parks Department would be taking the lead and primary sponsorship of the park.

Gordon stated funding could be offset by utilizing sponsors, donations, and user fees, possibly with a portion going to support Animal Services.

Gordon stated that staff will be meeting in the next few weeks to begin planning a fundraising event and decide on an effective marketing plan, a mission, and goals of a dog park committee. He stated input on the committee will be sought from members of the group R.U.F.F. and participating members from the Animal Services Center Advisory Board.

Item 2: Board Member Orientation Manual

Mike Bass stated he has been tasked to develop an orientation manual for members. He requested input from the board as to the components of the manual. Members recommended the manual consist of the following sections: a Mission Statement, the Boards and Commissions Policy Statement, a copy of applicable state laws and city ordinances governing animals, and the responsibilities charged to the board.

Item 3: Future Discussion Items

Linda Yarbrough requested staff refine remote adoption protocols by beginning to explore the use of an adoption check-list to assist in guiding individuals interested in adopting an animal. The check-list should include questions posed to potential adoptors regarding cost, legal requirements, responsible pet ownership, breed selection, and housing requirements for an animal.

Linda Yarbrough identified the need to develop a structured volunteer program. Suzanne Berk stated that she is currently working on a program and will work with Mike Bass to fine tune and present a viable program.